



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Discipline Process Policy / Procedure	Supervisory Employees	Provide Supervisory Employees with guidelines regarding the management of disciplinary matters with employees.	7/1/19	Vice President Human Resources	2

In order to ensure appropriateness and consistency across the University, Human Resources must be contacted in matters related to discipline for all employees beyond coaching. This outreach must take place prior to proceeding with discipline.

After the initial outreach to Human Resources, a Human Resources representative will provide consultative services related to the next step in the discipline process, if applicable. All discipline, including any subsequent warnings, will be administered in conjunction with the applicable collective bargaining unit agreement for union employees or the Faculty Handbook.

The University endorses the use of progressive discipline, which is normally a four-step process. University management may elect to skip any of these steps depending on the severity of the violation. The four steps are:

1. Counseling with a Verbal Warning
2. Counseling with a Written Warning
3. Suspension
4. Discharge

A copy of all written discipline will be placed in the employee's file. Human Resources personnel may submit a written rebuttal to the discipline for inclusion in their personnel file in conjunction with applicable Connecticut State law. Performance related issues should be managed through the performance improvement plan process (PIP).

Although it is not possible to list all of the behaviors and conduct that could result in the administration of discipline, the list below is intended to be representative of the types of actions and behaviors that are prohibited and can result in disciplinary action up to and including termination.

This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy/procedure is not intended to alter or modify any of the terms of any collective bargaining agreement or the Faculty Handbook.

- Insubordination and willful disobedience.
- Engaging in threatening, intimidating, coercing and harassing behavior and/or language toward others.
- Fighting or threatening violence in the workplace.
- Sexual or other harassment.
- Falsification of employment or payroll records, employment information, or any other type of record associated with employment.
- Unauthorized disclosure of privileged or confidential information.
- The willful damage, destruction or theft of University property or property that belongs to others.
- Unauthorized use of University material and equipment.
- Possessing, distributing, selling, transferring, using or being under the influence of alcohol or drugs at work.
- Abusing paid work time (sleeping or malingering on the job)
- Violating University Policies and/or procedures including but not limited to Sexual Misconduct, Discrimination, Smoking, Drugs & Alcohol, Solicitation, Conflict of Interest, Vehicle Usage, Media, Medical Leave, Travel and Expense, Solicitation, and Health and Safety.

NOTE: Performance related issues for non-union employees should be managed through the University's performance improvement plan (PIP) process.